Multifamily Tenant Characteristics System (MTCS)

Over and Under-Housed Report Guide
September 1999

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1.   Summary

The *Over- and Under- Housed Report* summarizes the characteristics of all households who are over- or under-housed by family type, race, and ethnicity.

The *Over- and Under- Housed Report* displays data on Public Housing, Indian Rental, Indian Mutual Help, Section 8 Certificates, Section 8 Vouchers, and Section 8 Moderate Rehabilitation.

This guide helps users to:

- Access the *Over- and Under- Housed Report*
- Understand MTCS report data fields
- Interpret and use the data contained in the report

* This guide is for the *Over- and Under- Housed Report* and is not intended to be a sole source for MTCS report users. For information on other reports, please go to:

www.hud.gov/pih/systems/mtcs/document.html

2. Access the Over- and Under- Housed Report

From the *MTCS Main Menu,*

- Use your mouse to click on the words 'MTCS Reports'
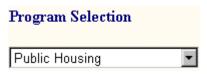
MTCS Reports

The *MTCS Selection Menu* appears on your screen.

2.1. Program Selection

From the *Selection Menu,* you must select one of the programs listed below to view this report.

1. Public Housing
2. Indian Mutual Help
3. Indian Rental
4. Section 8 Certificates
5. Section 8 Vouchers
6. Section 8 Moderate Rehabilitation
7. All Offices of PIH Programs
8. Public & Indian Housing
9. Indian Housing
10. Section 8 Certificates & Vouchers

- Use your mouse to select a 'program' from the drop-down box

Program Selection

Public Housing

2.2. Level of Information

Once you have selected a program, you must select a level of information.

To view the *Over & Under-Housed Report*, you must select a level of information from the list below:

1. National
2. State
3. Field Office
4. Housing Agency
5. Project (Public and Indian Housing only)

- Use your mouse to place to select the 'level of information'

◉ National

* The *Over and Under-housed Report* is not available if you select the 'Metropolitan Area,' 'County,' 'City or Locality,' or 'Congressional District' levels of information

* For detailed information on how to select a 'level of information,' please go to the MTCS documentation web site:

www.hud.gov/pih/systems/mtcs/document.html

2.3. Select the Over and Under-housed Report

After you complete the 'level of information' selection,

- Click on the **'Report Menu'** button

The *MTCS Report Menu* appears on your screen

- Use your mouse to select the *Over- and Under- Housed Report*

Over and Under Housed

3. Data Field Definitions

Definitions apply to the selected 'program type' and 'level of information.'

The *Over- and Under- Housed* report has nine sections of data.

1. Households Reporting
2. Under - housed by Race
3. Under - housed by Ethnicity
4. Under - housed by Family Subsidy Status
5. Under - housed by Family Type
6. Over - housed by Race
7. Over - housed by Ethnicity
8. Over - housed by Family Subsidy Status
9. Over - housed by Family Type

Data Field	Data Field Definition
HOUSEHOLDS REPORTING	
Number of Households Reporting	Number of families reported
Estimated Number Under-housed	Estimated number of households that are under-housed based on HUD standard Under-housed: Is an occupancy discrepancy that occurs when the number of bedrooms in a unit is less than HUD standard for families of that size
Percent of All Households	Percent of all households that are under-housed
Estimated Number Over-housed	Estimated number of households that are over-housed based on HUD standard Over-housed: Is an occupancy discrepancy that occurs when the number of bedrooms in the unit exceeds the HUD standard for families of that size
Percent of All Households	Percent of all households that are over-housed
UNDER - HOUSED BY RACE	
Distribution of Households Under-housed by Head of Household's Race (%)	Percent of households that are under-housed within each Head of Household's (HOH's) Race Category Race Categories: • White • Black • American Indian or Alaska Native • Asian or Pacific Islander

Data Field	Data Field Definition
UNDER - HOUSED BY ETHNICITY	
Distribution of Households Under-housed by Head of Household's Ethnicity (%)	Percent of households that are under-housed within each HOH Ethnicity Category Ethnicity Categories: • Hispanic • Non-Hispanic
UNDER - HOUSED BY FAMILY SUBSIDY STATUS	
Distribution of Households Under-housed by Family Subsidy Status (%)	Percent of under-housed households within each Family Subsidy Status Category Family Subsidy Status Categories: • Full Assistance • Prorated Assistance • Not subject to the Noncitizen rule
UNDER - HOUSED BY FAMILY TYPE	

Distribution of Households Under-housed by Family Type (%)	Percent of under-housed households within each Family Type Category
	
	Family Type Categories:
	• Age 62 and Over
	  (HOH, spouse, or co-head)
	• Under 62 with Disabilities
	(HOH, spouse, or co-head, families not included in first category)
	• Other Families with Dependents
	  (families not included in first 2 categories)
	• Other Families without Dependents
	  (families not included in first 3 categories)
	• All Families with Dependents
	  (this includes families with HOH, spouse, or co-head Age 62 and families with HOH, spouse, or co-head Under 62 with Disabilities)

OVER - HOUSED BY RACE	
Distribution of Households Over-housed by Head of Household's Race (%)	Percent of over-housed households within each HOH Race Category
OVER - HOUSED BY ETHNICITY	
Distribution of Households Over-housed by Head of Household's Ethnicity (%)	Percent of over-housed households within each HOH Ethnicity Category
OVER - HOUSED BY FAMILY SUBSIDY STATUS	
Distribution of Households Over-housed by Family Subsidy Status (%)	Percent of over-housed households with each Family Subsidy Category
OVER - HOUSED BY FAMILY TYPE	
Distribution of Households Over-housed by Family Type (%)	Percent of over-housed households within each Family Type Category

4.   Report Applications

There are a variety of different uses for MTCS reports. This section highlights some of the important data fields in the report and describes the ways MTCS users can use the data contained in this report

HUD intends users to challenge information contained in MTCS reports because often, upon further investigation, the problems or issues may be different than they appear in MTCS. Use MTCS data and reports as a starting point for discussion, investigation, research, and analysis.

4.1.   Key Data Fields

- **Estimated Number of Under-housed** is a possible occupancy discrepancy that can occur when the number of bedrooms in a unit is <u>less than</u> the HUD standard for the family. The definition of under-housed differs slightly by program. The table below shows the smallest unit a household could occupy without MTCS identifying it as under-housed.

Household Size	Smallest Number of Bedrooms	
	Public Housing	**Section 8**
1	0	0
2	1	0
3	1	1
4	2	1
5	2	2
6	3	2
7	3	3
8	4	3
9	4	4

- **Estimated Number of Over-housed** is an indicator that there may be an occupancy discrepancy in the PHA. This discrepancy occurs when the number of bedrooms is <u>greater than</u> the number of people in a household. In the Section 8 tenant-based programs, a family may choose a larger unit than family size would dictate. These families may appear as over-housed in MTCS reports.

4.2. PHA Uses for the Report

- **Assess and improve PHA performance**

PHAs can generate this report at the HA level and for Public Housing, at the project level, to identify the percent of households who appear over and under-housed. Differences in these categories may be a fair housing issue or a management concern. Although some unit discrepancies may be the result of PHA errors at admission, many result from changes in household composition during occupancy.

One PHA accessed its Over- and Under-Housed Report for its Public Housing program and discovered several occupancy issues, as seen in the report extract below.

MTCS – Over- and Under-Housed Report		
Program: Public Housing		
Households Reporting	**FO123**	**HA001**
Number of Households Reporting	31,963	9,921
Estimated Number of Under-Housed	**104**	**31**
Percent of all Households	0	0
Estimated Number of Over-Housed	**4,325**	**2,751**
Percent of all Households	14	28

This PHA decided to investigate the occupancy discrepancy further and discovered that half of its under-housed families are under-housed due to the difference between HUD's and PHA's occupancy standards. The large number of over-housed families was due to changes in household composition.

4.3. HUD Uses for the Report

- **Monitor compliance with fair housing and equal opportunity requirements**

HUD staff can access the Over- and Under-Housed Report to monitor PHA compliance with fair housing requirements. One Field Office accessed this report to monitor PHAs in its jurisdiction and retrieved the following information from MTCS:

MTCS – Over- and Under-Housed Report		
Program: Public Housing		
Distribution of Households Over-housed by Head of Household's Race (%)	**FO123**	**HA001**
White	7	34
Black	19	26
American Indian or Alaskan Native	14	0
Asian or Pacific Islander	37	54
Distribution of Households Over-housed by Head of Household's Ethnicity (%)	**FO123**	**HA001**
Hispanic	12	50
Non-Hispanic	14	27
Distribution of Households Over-housed by Family Type (%)	**FO123**	**HA001**
Age 62 and Over	11	36
Under 62 with Disabilities	18	41
Other Families with Dependents	7	2
Other Families without Dependents	43	62
All Families with Dependents	9	14

Based on the vast differences in norms between the PHA and the aggregated Field Office data, the Field Office decided to conduct a more detailed review of the PHA's occupancy policies and operations. The Field Office discovered some fair housing concerns at the PHA that result from inconsistently applied occupancy standards by the PHA's staff.